

Signage Committee Minutes

(Reports to Campus Use and Development)

Meeting Minutes

November 3, 2017

Attendance: Kevin Anspach, Lori Hall, Lloyd Helm, Deby McDowell, Student Representatives, Rachel Morgan and Angel Orozco, Mickey Yeager, Laura Smith
Not in attendance – Dustin Bare, Lloyd Helm

Next meeting: January 5, 2018

Confirm member availability and committee formation- Discussed Dustin Bare's availability for this year and potential invitees for additional bench strength:

Max Wedding may be available for the signage committee

Representative from Randall Hall to join the signage committee. Send email to Jim Martineau to invite employees – PJ or Kayla?

Representative from Niemeyer, possibly Jennifer Jett is she's available

Select agreeable future meeting times

Signage committee currently meets quarterly unless there are specialty items/requests. It was brought up for discussion to meet the first Friday every other month. After discussion it was agreed to meet every other month on the first Friday at 3pm.

Review new and ongoing signage projects

• **Posting boards**

- Kevin – has a brand update meeting on the 17th and he will discuss the department bulletin boards at this time as well. Coordinate with the admins to facilitate.
- Kevin – Now available in the brand tool box is the corner sign on posting policies on the bulletin boards (blue ones to be customizable)
- Lori – communicate with department chairs regarding the “DBR” department bulletin board refresh
- Mickey – touch base regarding the random postings around campus. Policies are on the brand toolbox, and community boards not to exceed 12”x18”.
- There was general discussion about Dejardin postings by the students for their projects and potentially using positing tack strips etc.
- Lori – working with county on signage to our campus.
- Mickey - New Bulletin board painting will be coordinated with our in-house vendor.

• **Building directories-**

- Final draft for Niemeyer updated building directory.
- Near final draft of the new Harmony Building, signage to include Harmony East, Harmony West.

• **Harmony Site signage-** The goal for the exterior site signage plan is to have signage that will translate to all campuses. Current working on/updates:

- It has been proposed to color coordinate parking lots
- Branding of buildings
- Entry Marquee including a digital signage
- Signs are polished aluminum, and signs are printed vinyl that are easily interchangeable
- Way finding signage boards
- Parking area id signs are being reworked at this time
- Pedestrian wayfinding kiosks with site map and text
- CCC Xpress Shuttle sign
- Smoking area and signage is being refined at this time
- Question from Kevin, for our logo CCC on the HW signage
- Also currently working with stakeholder groups and finding out what information is important to the students, etc. and review placement of signs
- OC campus signage – digital signage has been funded and signage from the new HW will go to CCC as well

Proposed:

- **OC Campus Directory Signs** - Color change from the dark brown and white to adopt the newer color scheme of HW and ITC.

Goals for 17-18

- Building directory template
- Community Poster Boards in Community Center
- “DBR” department bulletin board refresh

Round Table

- ASG point of contact- admin ASG
- ASG – new student experience, looking at the mapping and orienting oneself was confusing as they don’t show “you are here”.

Action Items:

- Kevin will work up a prototype of the OC Campus Directory Signs and distribute to the sign committee before the end of November. The new color scheme would be added to new buildings and not replacing all signs.
- Kevin will mock up a color scheme of the bulletin boards and share by Thanksgiving a new bulletin board color assignment for Community boards.

Next meeting